

Virginia Information Technologies Agency (136)

Human Resource Management

HR1

EMPLOYEE ATTRACTION & RETENTION

Rating: Progress Toward Expectations

[Explanatory Note](#)

Agency monitors, analyzes and reports turnover, conducts exits interviews, and utilizes recruiting and retention tools. The agency overall turnover rate for FY 08 is 9.8% percent. Just under ½ of this turnover (4.5%) was attributable to retirement. Positions are filled on a timely basis with qualified candidates. The average position time to fill for vacancies in the fourth quarter was 73 days, significantly higher than the target of 50 days. VITA's time to fill for vacancies was 13 days for the prior quarter, and the agency is putting steps in place to improve consistency in this area.

HR2

FAIRNESS & DIVERSITY

Rating: Meets Expectations

[Explanatory Note](#)

Workforce is diverse and policies are consistently applied. Workforce demographics are regularly monitored and strategies have been implemented to support increasing levels of diversity within the workforce. Policies are consistently applied and there were no grievances or Equal Employment Opportunity (EEO) complaints filed this quarter. HuRMan and internal database software is used for analysis and is fully compliant with state and federal laws.

HR3

EMPLOYEE PERFORMANCE MANAGEMENT

Rating: Meets Expectations

[Explanatory Note](#)

Job descriptions and performance plans are in place for classified and wage employees for the performance cycle. Employees are encouraged to provide input on their roles in helping the agency meet its goals and objectives. VITA has a highly productive workforce attributable to effective performance management. Unacceptable behavior is addressed. Extraordinary contributors are recognized. Recognition events are reported in the monthly employee newsletter, The Link. Eight Agency STAR award recipients announced at Virginia Public Service Week (VPSW) employee event on May 6th. Multiple VPSW events were held for employees at various locations and work shifts. Service award recipients for 5/07 through 6/08 were recognized at June agency-wide employee Dialogue meeting. Recognition program activity continues to be monitored and reported on

HR4

TRAINING & DEVELOPMENT

Rating: Meets Expectations

[Explanatory Note](#)

A total of 121 employees have taken online courses or outside training during the fourth quarter of FY 08. Professional Development finalized the competition promotion for the Learning Management System (LMS). The Portfolio Management Team had a 100% participation rate in the LMS learning event and will be recognized for their team effort with a team celebration. DHRM and other agencies' shared courses are being incorporated in the VITA Knowledge Center domain and made available to employees. These involve both on-line and classroom-based classes. VITA also supports employees'

continuing education through a tuition reimbursement program with two employees taking advantage of this opportunity in the fourth quarter.

HR5

HEALTH & SAFETY

Rating: Meets Expectations

Explanatory Note

Potential hazards are identified, corrected and loss data is analyzed. In the fourth quarter, one employee filed a worker's compensation claim that was denied. All reports are being issued and, where required, posted publicly. In the fourth quarter, VITA hosted two CommonHealth programs, an Annual Medical Health Screening with 60 participants, and the Back Savers program with 47 participants. To encourage employees to "move more," VITA's CommonHealth Program reimbursed employees who completed the Monument Avenue 10K race the \$25 early registration fee. There were a total of 15 employees who took advantage of this offer. The first VITA At Work Weight Watchers program was a great success. The program ran from March 5 – June 25, with 23 participants, losing a total of 377.9 pounds during the 17 week time period. Two participants achieved their goal weight and became Lifetime Members of Weight Watchers. National Employee Health and Fitness Day, May 21, was marked with 20 employees participating in a Fitness Walk here at VITA's headquarters. Exercise tapes/DVDs have been made available to employees who use the Fitness Center to exercise at VITA's headquarters.

Government Procurement

GP1

eVA USAGE

Rating: Meets Expectations

Explanatory Note

VITA's eVA usage for the 4th quarter is projected to meet expectations with over 98% of orders processed through eVA and 95% with eVA registered suppliers.

GP2

VIRGINIA PARTNERS IN PROCUREMENT CONTRACT USAGE

Rating: Meets Expectations

Explanatory Note

Total VaPP contract spending for FY 08 is projected to meet expectations, using data projected through April.

GP3

SMALL, WOMEN, & MINORITY VENDOR PARTICIPATION

Rating: Meets Expectations

Explanatory Note

SWAM spending includes subcontractor reporting and conforms with recent DMBE revisions and updates to DMBE certified providers. Fourth quarter results through May, 2008 at \$76.4M exceeded the FY goal of \$50M, due in large part to subcontractor spend with the IT Partnership by Northrop Grumman.

Financial Management

FM1

BUDGET PLAN

Rating: Meets Expectations

Explanatory Note

Expenses through May 31, 2008, are in line with budgets, and appropriations adjustments have been requested and approved. Reports on budget vs. actual are produced and monitored monthly. All statutory and ad hoc requirements are met. Agency reduction plans have been developed for reductions required by the Governor. In accordance with state direction, agency spending on contracts, travel, training, and equipment was effectively curtailed; the timing of hiring actions also

adhered to state guidance. The initial FY 2009 agency budget has been completed, reflecting agency priorities and continuing efforts to streamline indirect functions.

FM2

INTERNAL CONTROLS

Rating: Meets Expectations

[Explanatory Note](#)

VITA submitted Phase III certification of the Agency Risk Management and Internal Control Standards (ARMICS) to the Department of Accounts on June 30. There were no significant deficiencies identified and a corrective action plan has been developed to strengthen internal policies identified before the end of FY09

FM3

APA AUDITS

Rating: Meets Expectations

[Explanatory Note](#)

E911 audit for FY07 is in process, with scheduled completion by August. APA recently completed an audit of financial transactions and review of the adequacy of VITA's internal controls and found proper recording and reporting of all transactions and no material weaknesses in internal controls.

FM4

PROMPT PAY

Rating: Meets Expectations

[Explanatory Note](#)

VITA's prompt pay was in compliance during the fourth quarter with 99.5 % recorded in June and 98.9% for FY08.

FM5

DISBURSEMENT POLICIES

Rating: Meets Expectations

[Explanatory Note](#)

VITA submitted Phase III certification of the Agency Risk Management and Internal Control Standards (ARMICS) to the Department of Accounts on June 30. There were no significant deficiencies identified and a corrective action plan has been developed to strengthen internal policies identified before the end of FY09.

IT/Enterprise Architecture Initiatives

TC1

IT PLANNING

Rating: Meets Expectations

[Explanatory Note](#)

The IT plan is directly allied to the agency strategic plan and addresses compliance with all noted requirements. In addition to the Commonwealth's ongoing IT Infrastructure Transformation Program, for FY08 VITA's IT strategic plan included internal initiatives composed of one major project and two non-major projects, and ten non-major procurements.

TC2

Enterprise Collaboration & Improvement

Rating: Meets Expectations

[Explanatory Note](#)

Through use of the Commonwealth's Enterprise Business, Information and Solutions Architectures (<http://www.vita.virginia.gov/eba/library/>) VITA assists the Information Technology Investment Board, the Virginia Enterprise Applications Program, and agencies in identifying common business functions and automated solutions that may be candidates for interagency sharing or collaborations. During FY's 2007 and 08 VITA has also been an active participant in the Virginia Enterprise Application Program

and collaborated in the Governor's Business One-Stop, records management, Aging "No Wrong Door", and others.

Performance Management

PM1

Strategic Planning

Rating: Meets Expectations

Explanatory Note

As part of the 2008-2010 planning/budgeting cycle, VITA has updated its agency strategic plan, via Virginia Performs to 1) reflect the priorities of the administration as provided to agencies; and, 2) change existing service areas, objectives and performance measures to reflect the myriad of changes that have occurred in the agency since the beginning of FY 07.

PM2

COMMUNICATES AGENCY MANAGEMENT PERFORMANCE

Rating: Meets Expectations

Explanatory Note

Agency management performance is reported to the ITIB and online as required to stakeholders in a complete and timely manner. Due dates established for reports are met. Management reports are accurate and submitted in a timely manner.

PM3

ACTS TO CORRECT & ENHANCE AGENCY PERFORMANCE

Rating: Meets Expectations

Explanatory Note

For any deficiencies noted as a result of routine or special audits, (whether conducted externally or internally), independent verification and validation (IV&V) major project reviews, or other similar reviews/evaluations, the agency develops a formal corrective action plan and reports on actions/results to the IT Investment Board at each of its quarterly meetings (see <http://www.vita.virginia.gov/ITIB/default.aspx?id=677>).

PM4

CONTINUITY OF OPERATIONS

Rating: Meets Expectations

Explanatory Note

VITA has an identified COOP planning process, a written COOP plan, a documented annual update cycle with an annual COOP training and exercise effort with Northrop Grumman in Lebanon, Virginia. VITA has updated the plan to include a Pandemic Plan.

Environmental & Historic Resource Stewardship

RS1

RESOURCE STEWARDSHIP

Rating: Meets Expectations

Explanatory Note

VITA continues to focus on energy practices, telework, alternative work schedule promotion, and mass transit promotions. The number of employees who telework continues to rise for VITA, including managed employees within the IT Partnership. VITA began FY08 with 84 teleworkers, 21% of the workforce. Continuing to increase monthly, the FY08 ended with 171 teleworkers or 58% of the eligible workforce. As of June 30, 2008, there were 357 employees eligible for alternative work schedules and 250 employees or 70% participating.

